

**BUSINESS CENTER SOUTH  
THE NEVADA SYSTEM OF HIGHER EDUCATION (“NSHE”),  
ON BEHALF OF THE UNIVERSITY OF NEVADA, LAS VEGAS (“UNLV”)  
COLLEGE OF SOUTHERN NEVADA (“CSN”), AND NEVADA STATE  
COLLEGE (“NSC”)**

**REQUEST FOR INFORMATION NO. 689-KO FOR PRINTING AND  
COPYING SERVICES**

**RELEASE DATE: Monday, April 24, 2017**

**QUESTIONS DUE BY: Wednesday, May 3, 2017**

**RESPONSE TO QUESTIONS: Wednesday, May 10, 2017**

**SUBMITTAL DEADLINE: Wednesday, May 17, 2017, by 3:00 PM Las Vegas time**

**SUBMITTAL LOCATION:** University of Nevada, Las Vegas, 4505 Maryland Parkway **Campus Services Building, Room 235** Las Vegas, NV 89154-1033

Sealed Responses to this Request for information (RFI), one (1) original and one electronic copy on CD or flash drive will be publicly opened as stated above (“Response(s)”). Responses are due by the Submittal Deadline as stated above. Responses may be mailed or hand delivered to the address below. Please go to <https://www.unlv.edu/maps> to view a map of the UNLV campus.

**U.S. Mail Delivery:** Kelly Owsley, Senior Purchasing Analyst, Purchasing & Contracts Department University of Nevada, Las Vegas 4505 S. Maryland Parkway Las Vegas, NV 89154-1033

Or hand deliver to the Campus Services Building, Room 235 on the UNLV main campus.

**QUESTIONS AND CLARIFICATIONS:** If you should have any questions or requests for clarification regarding this Request for Information, please email or fax your questions by 5:00pm on Wednesday, May 3, 2017 to Kelly Owsley at [kelly.owsley@unlv.edu](mailto:kelly.owsley@unlv.edu) or by fax at 702-895-3859. Please reference “RFI 689-KO” on all correspondence. No contact should be made with other UNLV officials regarding this project.

Questions will be answered in a written addendum to this RFI and will be provided to all Proposers on or before Wednesday May 10, 2017. UNLV is not bound by any oral representations, clarifications, or changes made in the written specifications by UNLV employees, unless such clarification or change is provided to Proposers in written addendum form from the Purchasing Department.

UNLV/CSN/NSC reserve the right, in their sole discretion, to directly negotiate a contract with any vendor(s) submitting a Response, to create a short list of vendors for evaluation and award of a contract or multiple contracts, or to subsequently issue a formal or informal request for

proposal as UNLV/CSN/NSC deem to be in their best interests. Failure to submit a Response to this RFI does not preclude a vendor from participating in a subsequent RFP if issued.

Note: Vendors may be asked to make a brief presentation of their Response at a later date.

**Tour of UNLV/CSN Facilities:** After the evaluation committee has completed a review of the proposals submitted in response to this RFI, UNLV/CSN may invite selected respondents to tour the UNLV and/or CSN Reprographics and Copy Center operations. These tours may only be open to Respondents who have provided a proposal inclusive of the UNLV and/or CSN Reprographics operations and/or UNLV Copy Center operation. It is anticipated that these tours may take place sometime during June 2017, but this is subject to change. The specific date and time of these tours are to be determined at a later date and UNLV will contact selected Proposers to schedule.

**All Proposals and materials submitted in response to this RFI become the property of UNLV/CSN/NSC. The information received from this RFI will be analyzed and may be used to develop a subsequent solicitation and/or to shape future development plans with respect to the services identified in this process.**

**Proposals are not to contain confidential/proprietary information.** UNLV/CSN/NSC are subject to the Nevada Public Records Act. Proposals must contain sufficient information to be evaluated without reference to any confidential or proprietary information. Any Proposal submitted that is marked "confidential" or "proprietary," or that contains materials so marked, may be returned to the Proposer and not be considered.

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**SECTION A**  
**INTRODUCTION**

**PURPOSE OF THIS REQUEST**

UNLV, the College of Southern Nevada, and Nevada State College (the “Institutions”) are looking to gather information regarding available options for printing services. This Request for Information is to request information from Companies regarding their equipment, service offerings, capabilities, and pricing models related to the various print and copy needs of the Institutions including, but not limited to, offset and high quality printing services, potentially outsourcing the Institutions’ current in-house Reprographics print operations and/or copy center operations, managed print services for desktop printers, managed print services and campus-wide Multifunction Devices/Copier program or alternative solutions. Companies responding to this RFI may submit solutions for one, all, or a combination of these areas.

The Institutions are interested in solutions that offer benefits such as, but not limited to, cost savings, sustainability, efficiency, data security, tracking and reporting, and Companies responding to this Request for Information should provide information regarding how their solution(s) could benefit the Institutions in these and other areas.

The Institutions are interested in finding out information regarding services and products available that could benefit the Institutions in these areas, but reserves the right to not contract for any or all of these services.

The information gathered from this RFI may be used in putting together a future Request for Proposal (“RFP”) for the Institutions’ print and copy needs.

**UNIVERSITY OF NEVADA, LAS VEGAS**

UNLV is located in the city of Las Vegas and is emerging as a premier urban university. UNLV currently has over 220 undergraduate, masters, and doctoral degree granting programs and serves approximately 28,000 students. Additionally, there are approximately 3,000 faculty and staff. The University’s 340-acre campus is located in the southeast part of the City, near the McCarran International Airport and the Las Vegas Strip.

**COLLEGE OF SOUTHERN NEVADA**

As Nevada’s largest institution of higher education, CSN operates three main campuses and eight Academic and Learning Centers (satellite campuses). CSN is a fully accredited institution offering over 160 degrees and certificates in more than 70 academic programs with 23 degrees and certificates available entirely online. CSN enrolls approximately 36,000 students.

**NEVADA STATE COLLEGE**

Nevada State College, a four-year public institution, places a special emphasis on the advancement of a diverse and largely under-served student population. Located on a developing 500-acre campus in the foothills of Henderson, Nevada, the college was established in 2002 as a new tier in the state system between the research universities and the two-year colleges. Nevada State has grown to offer more than 45 majors and minors, has received independent accreditation, and has expanded its physical campus. The college serves approximately 3,700 students and has over 3,000 alumni, each representing a broad array of cultural and economic backgrounds.

**SECTION B**  
**OVERVIEW OF CURRENT PRINT ENVIRONMENT AT UNLV**

The following is a basic overview of how UNLV currently manages printing on campus.

**Printing Services/UNLV Reprographics**

Currently UNLV has an in-house Reprographics Department that can provide in-house design and printing services for campus.

UNLV Reprographics has been in operation since 1961. During the first 10 years of operation it was simply known as the "Print Shop." The department has occupied three locations on the UNLV campus finally settling within its own building 27 years ago. At its peak, Reprographics had a staff of 22 FTE with several student employees. It currently has a staff of 13 FTE, and 8 student employees. The department operations include: The production facility, a Copy Center, Managed Campus Copier Program and Design Services.

Current staffing consists of one director, one office administrator, one production supervisor, one IT technician, one estimator/special projects coordinator, one digital press operator, one offset operator, one bindery operator, two copy center staff, three graphic designers, and one vacant graphics technician position.

The department produces quality printed products including, brochures, newsletters, flyers, direct mail pieces, posters, handbooks, journals, banners, stationery, forms, Large Format and other print related items.

In 2015, the Student Union through the Purchasing department issued a Request For Proposal (RFP) for leasing an empty storefront space in the UNLV Student Union. Ricoh print services submitted a proposal, Reprographics in a partnership with UNLV Delivery Services also submitted a business plan. The partnership of the two departments would allow copy services and Fed Ex shipping services for students, faculty and staff. The UNLV Delivery Services Department receives a greatly discounted rate from Fed Ex and in turn can pass those significant savings on to internal customers. It was determined that the UNLV departmental plan would best serve the Student Union and the entire campus community, and in August of 2015, Reprographics and Delivery Services opened the ***Rebel Copy & Send*** center in the UNLV Student Union. The new location, rebranding and expanded services has been a very successful venture and has become a welcomed resource for students and faculty.

Reprographics/Design Services strives to provide the best service for the campus community and is known for its ability to meet very tight deadlines and produce quality materials at low costs.

The Reprographics Department also offers consulting services to the departments related to printing services and will review and assist with printing projects and if printing cannot be handled in-house, Reprographics will utilize their expertise to contact vendors to solicit quotes to find an outside vendor capable of handling the print job.

Large print jobs that cannot be accommodated by Reprographics are outsourced to outside printing firms. For instance, printing of the UNLV Magazine and Educational Outreach Catalog are contracted to outside vendors.

**PRODUCTION FACILITY**

Currently, UNLV’s Reprographics department has a mix of print and digital equipment in place, including:

Machine	Set-Up	Product Mix	Size
AB Dick 9840	2-Color T-head, Envelope Feeder	Stationery, Letterheads, Envelopes, Forms	11" x 17"
Xante Impressia Digital Press	4 Color Toner Based	Envelopes, Letterhead, Variable Data	12" x 18"
Konica-Minolta C1100 Digital Color Press	4 Color Toner Based, Duplex	Brochures, Flyers, Posters, Booklets, Programs, Postcards, Misc.	13" x 19"
Xerox 4112	Monochrome Toner Based, Duplex	Course Packs, Forms, Carbonless Forms, Programs, Manuals	12" x 18"
Xerox 4112	Monochrome Toner Based, Duplex	Course Packs, Forms, Carbonless Forms, Programs, Manuals	12" x 18"
Canon Large Format Printer IPF8300S	48" Wide Format Ink-Jet 7 Color	Posters, Banners, POS, Maps, Presentations	44"
HP Large Format Printer Design Jet Z5400	24" Wide Format Ink-Jet 5 Color	Posters, Banners, POS, Maps, Presentations	24"

Fig. 1 - Printing equipment mix

In addition to the print equipment used at the production facility a wide array of bindery and finishing equipment is utilized as well including, Large Cutter, UV Coater, Business Card Slitter, Hole Punches, Numbering Machine, Creaser, Folder, Perfect Binding and a multi tower booklet maker.

The total number of impressions for all equipment at the main production facility in FY16 (July1, 2015 – June 30, 2016) exceeded 3.5 million for the year. The average total impressions per

year over a 5-year period were just over 4.0 million. The production facility is in operation 5 days a week from 8 a.m. – 5 p.m. and occasionally operates extended hours for special rush and time critical projects. Jobs that require overtime due to quantity or special handling needs, average 10 -12 times per year.

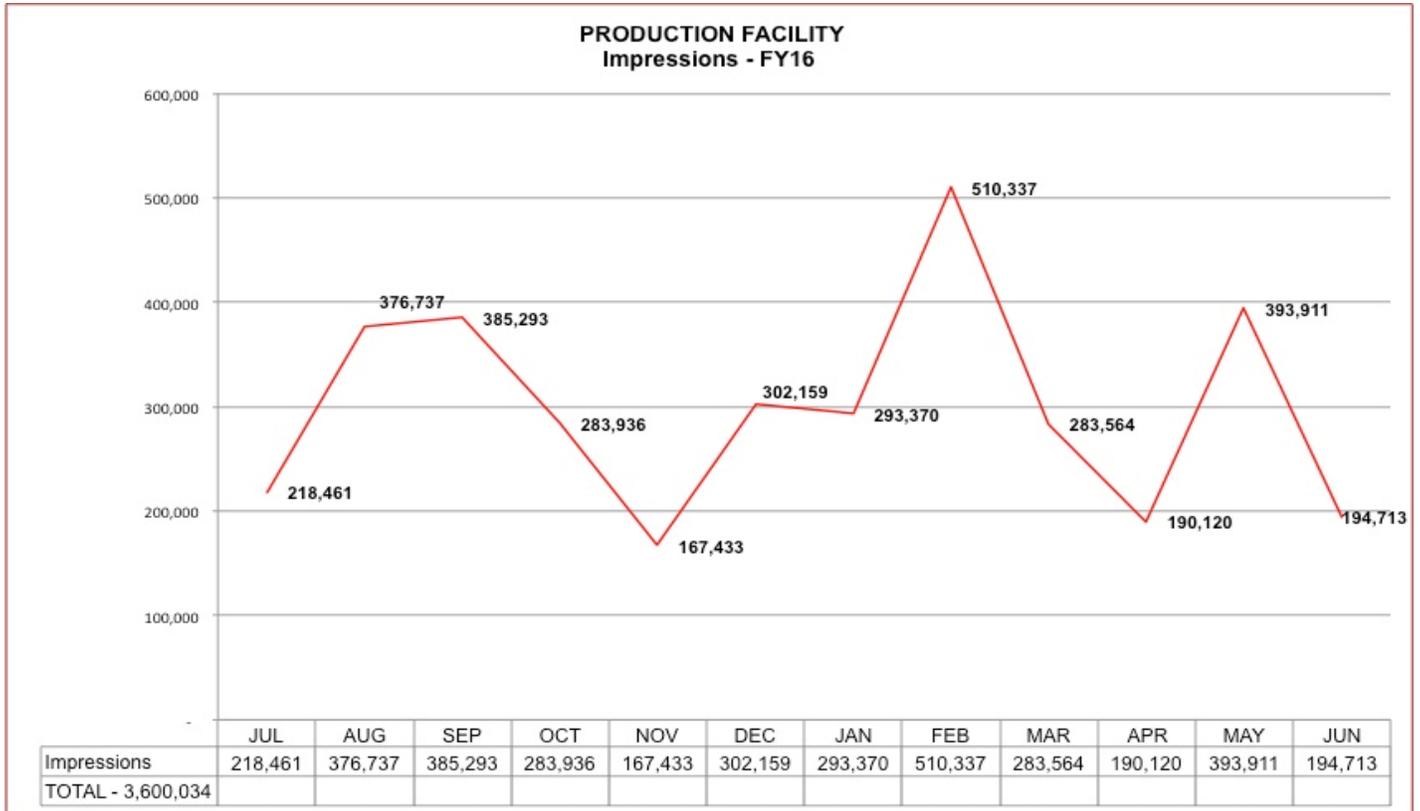
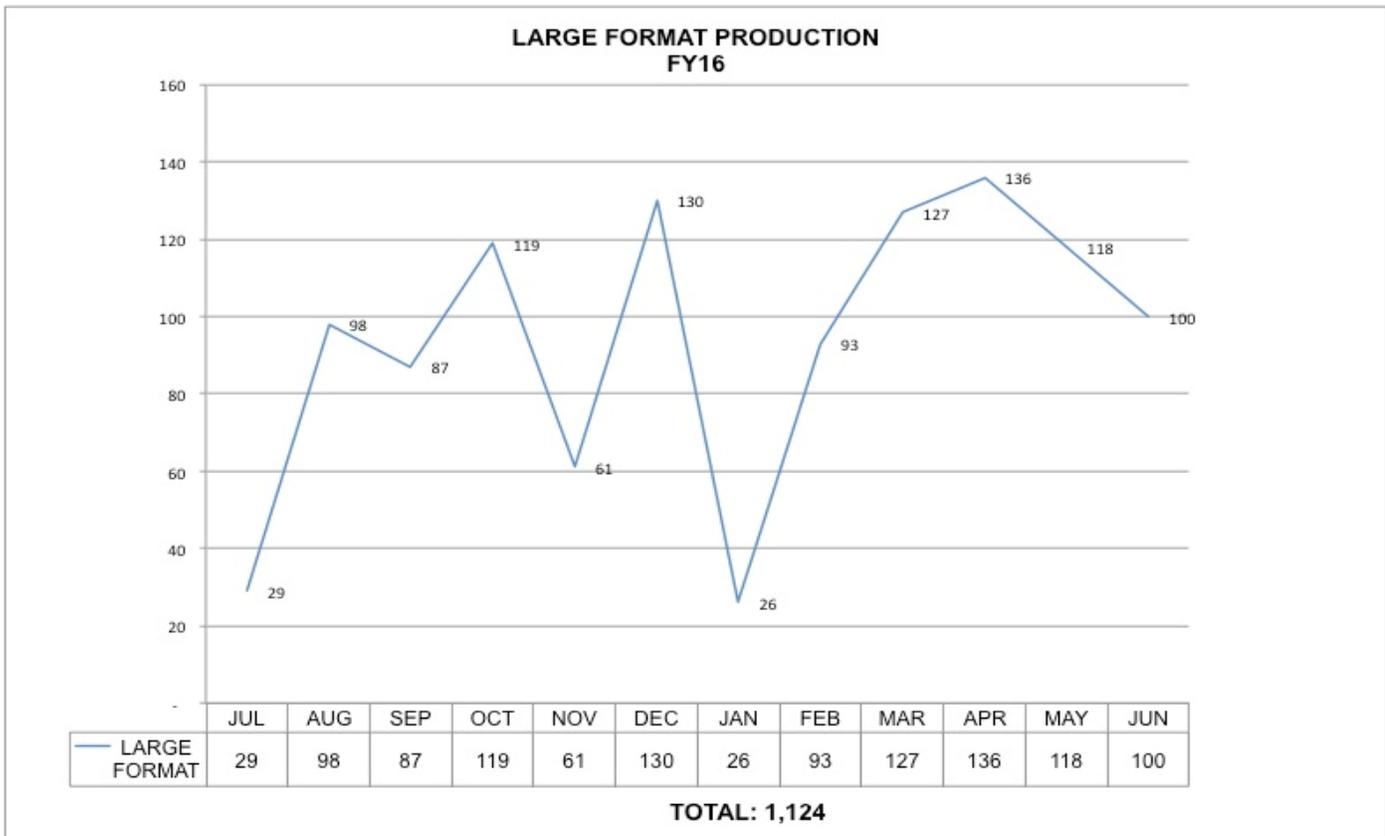


Fig 2. – Total number of impressions FY16 (July 1, 2015 – June 30, 2016) for all equipment at the Main Production Facility

Large (or Wide) Format production includes items such as posters, presentations and banners. Substrates in use include; paper, vinyl and canvas, the output can be laminated, mounted on foam core or board. Additionally banners with banner stand hardware are available.

Fig 3. – Total number of Large Format prints FY16 (July 1, 2015 – June 30, 2016).



The majority of the work produced at the main production facility is departmental work, which includes the colleges and their departments, institutes, centers, administrative departments and Athletics. Jobs produced for these internal customers are recharged through the internal accounting process of UNLV. Associated entities such as Foundation and Alumni are invoiced and paid via check. Contracted service providers such as Aramark (Dining Services) are also invoiced and paid via check.

**COPY CENTER**

The Copy Center was relocated to the Student Union in 2016 to better serve the retail copy needs of the UNLV student population. It was rebranded as Rebel Copy & Send to better relate to its demographic customer base. Additionally through a partnership with UNLV Delivery Services, a shipping station was included in the services offered.

Rebel Copy & Send’s primary purpose is to produce low quantity, high quality copies, booklets and products associated with a retail copy shop. Sales at Rebel Copy & Send are conducted via credit card, “Rebel Cash Card” or cash. Departmental job orders are funneled through to the main production facility and are handled through the internal recharge process.

The equipment mix at Rebel Copy & Send is anchored with two toner based production presses, a Xerox J-75 and a Konica-Minolta 1060; both machines are capable of producing monochrome and color copies. Additionally the J-75 has booklet-making capabilities. Binding equipment includes small power cutter, GBC binding, spiral binding, Thesis binding, and 3-hole punch binding.

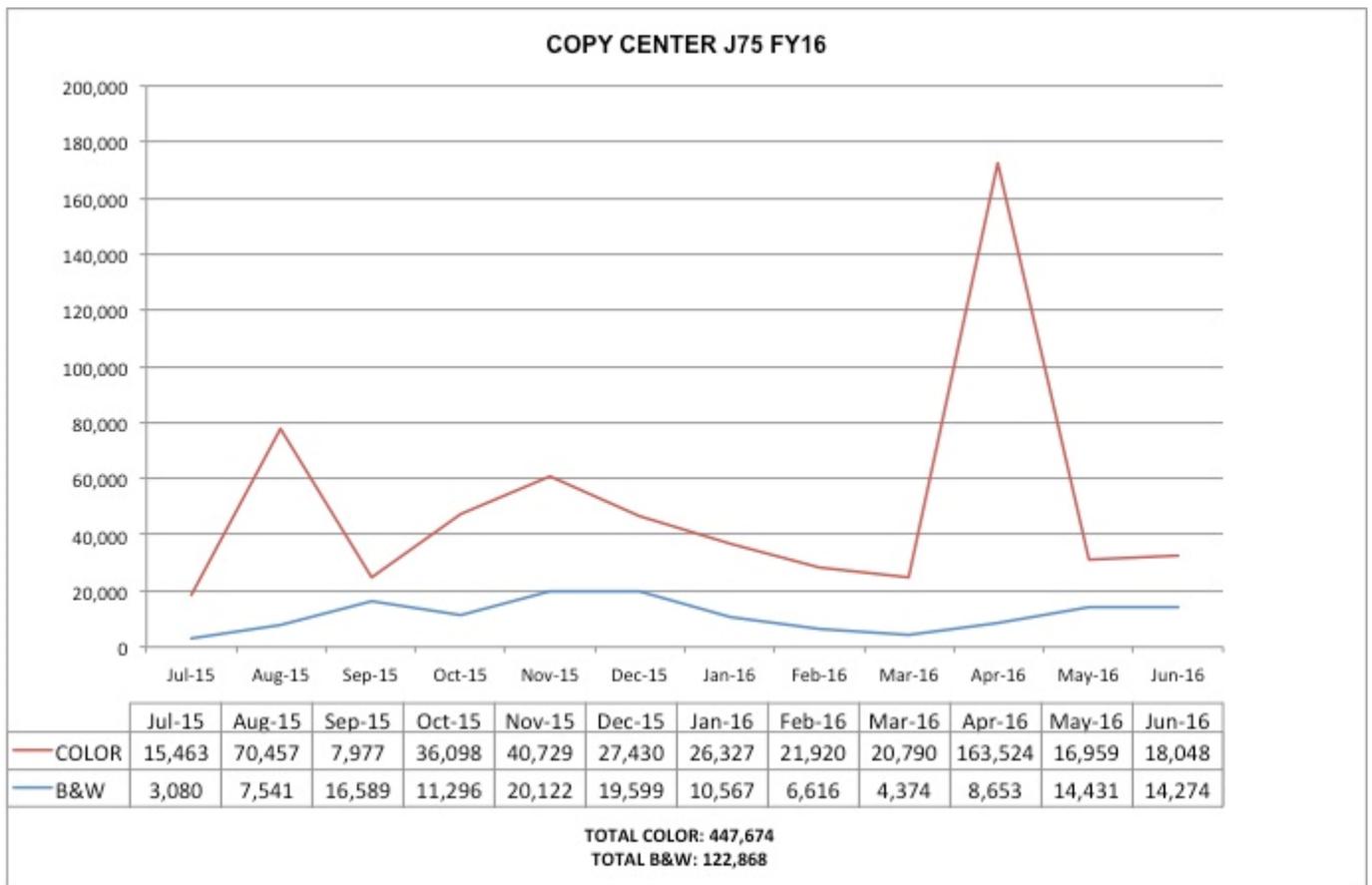


Fig 4. – Total number of Impressions J-75 FY16 (July 1, 2015 – June 30, 2016).

The Konica-Minolta 1060 located within the Copy Center was installed in the spring of 2016 and therefore, for this request the impression count has been calculated based on the timeframe of April 2016 – December 2016. In addition to the regular “walk-up” work produced in the copy center all course-pack materials have been produced there. A procedural change is planned to go into effect for the fall 2017 semester where course-packs will be produced at the main production facility on either the color production press and on a newly planned monochrome high speed production press or existing Xerox 4112’s as currently in operation.

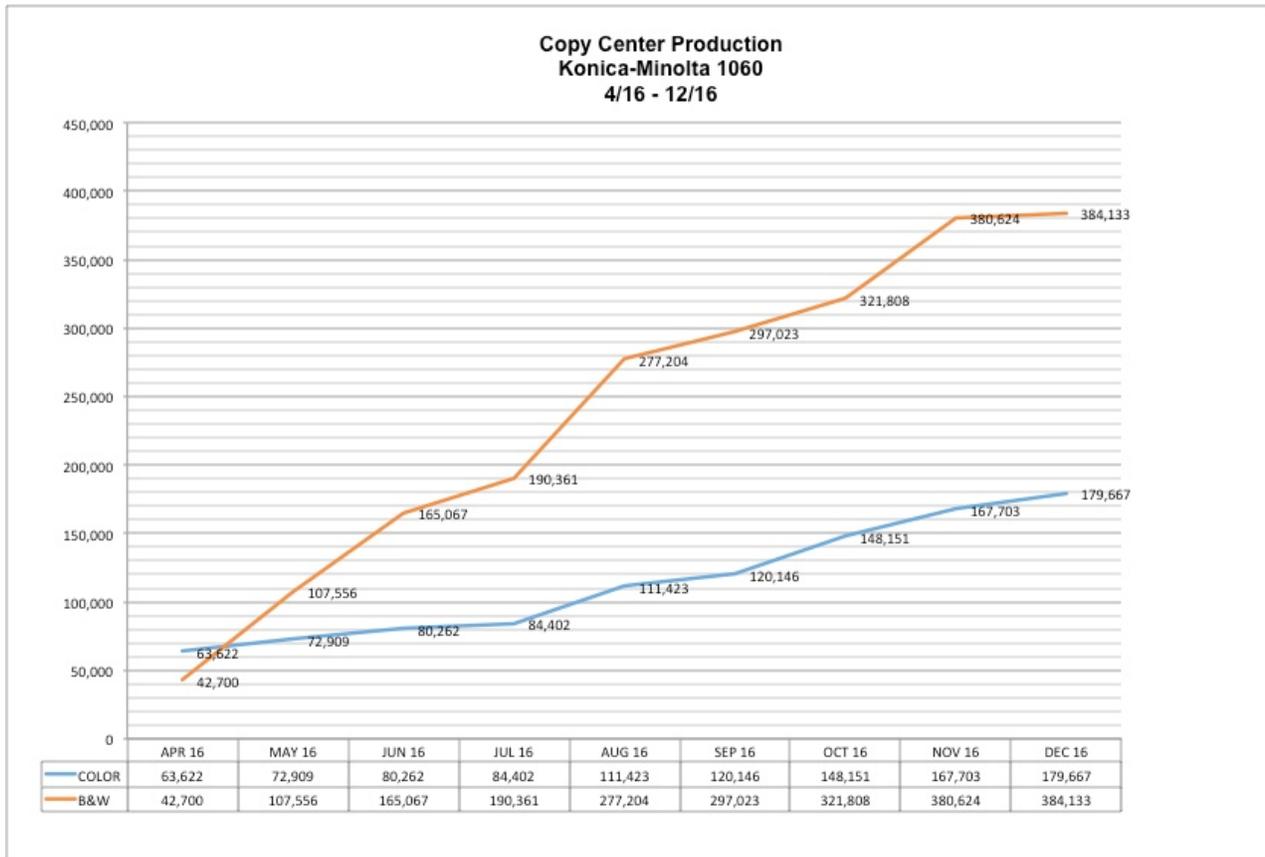


Fig 5. – Total number of Impressions Konica-Minolta April 2016 – December 2016

Course packs account for 25-to-30 percent of production in the fall and spring semesters and 10 percent for the summer session. Course-packs are processed through a third party vendor, XanEdu Incorporated who specialize in obtaining the copyright clearances required to produce the books. XanEdu works with the UNLV Bookstore, which is operated by Barnes & Noble to determine the quantities needed for each course-pack. XanEdu issues a work order with the art file to the Reprographics department and the course-packs are produced and shipped direct to the bookstore. Reprographics issues an invoice to XanEdu for production costs and payment is made via check.

**UNLV Multifunction device/copier Contract**

Currently, UNLV has a contract with Xerox for lease of multifunction copy machines for use by various departments and for public copiers on campus. Currently, there are approximately 215 copiers on the contract. The contract includes a variety models of machines to accommodate

departments with different levels of copy needs and includes both black and white and color options.

- Monochrome (Black) Departmental Office MFDs: 127
- Color Departmental Office MFDs: 78
- UNLV Owned Monochrome (Black) Office MFDs: 7
- UNLV Owned Color Departmental Office MFDs: 3
- TOTAL: 215

Last three fiscal years annual average copy/print volumes for Xerox MFDs covered by the current contract:

Copy/Print Type	FY 2013	FY 2014	FY 2015
Monochrome (B&W) Office Copies	17,382,412	16,514,272	17,302,214
Color Office Copies	1,652,696	1,918,606	1,982,207

As part of the current Contract with Xerox, Xerox provides UNLV with full-time two on-site Xerox employees to provide service and maintenance to MFD equipment, training as needed, supply management, support, meter reads, and other services and UNLV provides office space for the employees in the Reprographics Department. The UNLV Reprographics Department oversees this Contract and works with Xerox and acts as a liaison to the campuses in determining needs and proper placements, periodic checks of machine quality, user training, installation of device drivers, network connectivity, surveys of user satisfaction and needs, meter readings, on-site storage of supplies and inventory, and providing internal billing to end user departments.

The Contract includes all toner, supplies and parts, excluding paper and staples.

**Desktop Printers**

Currently UNLV does not manage the desktop printers on campus and departments are free to purchase the printer model of their choice for small desktop printing devices. It is unknown how many total desktop printers are on campus. OfficeMax and Hewkett Packard have provided information to UNLV on toner/ink spend based upon spending on the UNLV OfficeMax/Office Depot campus contract. The estimated annual spend on printer cartridges from August 2015 through July 2016 via the Office Max/Office Depot Contract was \$522,000 (\$131,000 on mono toner, \$313,000 on color toner, and \$78,000 on large and small format ink). Ninety-seven percent of these purchases were Hewlett Packard brand toner and ink. This amount may not be inclusive of all printer ink purchases on campus as this does not account for spend that is off of the Office Max/Office Depot Contract. UNLV also participates in the HP Purchase Edge Program whereby UNLV acquires points that can be applied to obtain free HP printers and it is estimated that the annual street value of those points is \$13,000. UNLV also receives HP Big Deal pricing on approx. 215 skus of HP printer cartridges.

**SECTION C**  
**OVERVIEW OF CURRENT PRINT ENVIRONMENT AT CSN**

**CSN Reprographics Services**

As part of CSN's Auxiliary Services Department, Reprographics Services is housed at its North Las Vegas Campus. A self-supporting recharge department, Reprographics Services provides a full array of design/graphics and printing services including four-color and single-color offset printing; black/white and color digital printing; large format printing; as well as bindery and other finishing services including cutting, folding, punching, form numbering, coil binding, laminating, and booklet making. Reprographics Services are available to faculty and staff at all campuses and sites. Print requests are submitted electronically through a software application called Page DNA which was implemented over the summer and fall of 2016. Effective February 2017, paper print requests are no longer accepted. Completed print jobs are delivered to customers in person at the North Las Vegas Campus and daily through CSN's courier service at other campuses and sites. Completed print jobs are electronically billed to department budgets at the end of each month.

Staffing consists of three full-time FTE staff members including a Reprographics Supervisor, an Offset Press Operator, and a Graphic Designer. Others contributing to Reprographics Services on a part-time FTE basis include the Senior Director for Auxiliary Services, an IT Technician, and two Administrative Assistants.

The department produces high-quality printing including testing and other course materials, forms, programs, brochures, newsletters, flyers, direct mail pieces, large format posters and banners, handbooks, stationery and envelopes, business cards, and many other print-related items. Our design/graphic services are provided free of charge with one exception. There is a nominal charge for the design of online fillable forms that are not printed. Reprographics Services has first right-of-refusal for all printing requests. For jobs that cannot be produced in-house, Reprographics Services will solicit quotes and broker to the vendor who can best handle the printing and finishing of the job.

Follett Higher Education Group, who provides CSN's contracted bookstore services, sends all of its requests for printing to Reprographics Services including course packs and a limited number of textbooks. We have developed an internal billing system that works well for both institutions. Located in close proximity to the Reprographics Department, the Follett staff has commented on many occasions that they appreciate the high-quality printing, speedy turn-around time, ease of operation and lower than competitive pricing of CSN's Reprographics Department.

Over the past several years, CSN has provided a limited amount of printing for Nevada State College consisting mostly of large-format poster printing. However, beginning in spring 2017, NSC has partnered with CSN to produce its business cards, stationery and envelopes, large-format printing, marketing and other materials. CSN Reprographics recently created an NSC electronic storefront and completed the installation of the Page DNA software application. The NSC Marketing Department staff can now submit print requests electronically. CSN has

developed an internal billing system that meets the needs of both institutions. CSN's mail courier travels to NSC every day in conjunction with pick-up and delivery of mail and also delivers completed print requests. The Marketing Department staff at NSC have also commented on several occasions that they appreciate the high-quality printing, speedy turn-around time, and lower than competitive pricing offered by CSN as well as the ease of operation between the two institutions.

CSN owns all of its printing equipment including a Ryobi DI 3404 press for four-color offset printing, a Ryobi 975 press for single-color offset printing, a Xerox Nuvera 120 EA printer for black/white digital production printing, a Xerox V80 Versant printer for color digital production printing, an Epson 7600 and an Epson 9880 for large format printing. The Nuvera and Versant production printers are covered by a time and materials maintenance agreement with Xerox. All other equipment including large-format printers, presses, and finishing equipment is maintained and repaired by long-time trusted vendors and equipment manufacturers through open purchase orders.

For FY16 (July 1, 2015 – June 30, 2016), Reprographics Services print volumes were as follows:

Black/white digital production —2,010,000 impressions

Color digital production—188,000 color impressions/68,000 black/white impressions

Offset – 900,000 impressions

Large format – 923 posters

### **CSN Multi-Function Devices**

The multi-function devices (MFDs) comprise one-half part of the copy/print program at CSN and function as a self-supporting recharge operation. The current MFD contract with Xerox began on December 1, 2013, and expires on December 1, 2018. Through Xerox Managed Services, CSN leases a total of 97 MFDs: 92 black/white and 5 color. The MFD fleet consists of 47 W5845H models, 45 W5325H models, and 5 W7825H models. The MFDs are placed strategically throughout the three main campuses and satellite locations. In addition to the copying function, all MFDs are networked to print and email.

Faculty and staff can access the features of the MFDs for copying and emailing via their active directory log-on. Most faculty and staff personal computers are mapped to the closest MFD for printing as well. Students can copy on MFDs located in libraries and other open locations via their active directory log-on. The process for student copying and printing is described in further detail in the Desktop Laser Printers section.

Xerox invoices CSN monthly at the contracted base charge for the devices and quarterly for impression charges. Faculty and staff copies and prints made on the MFDs are electronically billed to department budgets at the end of each month.

CSN has one 40-hour-per-week Xerox client associate whose is responsible to ensure the machines are kept in good working order. The client associate orders toner, supplies and parts;

disposes of used toner and fuser modules; makes first-line repairs; facilitates higher-level repairs if needed; collects meter reads; assists staff on the features of the machines; updates machine software to ensure compatibility with the college's print management software, and works closely with CSN's IT staff regarding connectivity issues.

For FY16, multi-function device volumes as reported by Xerox are as follows:

4,800,000 black/white impressions

115,000 color impressions

### **Desktop Laser Printers**

The desktop laser printers comprise the second half of the copy/print program at CSN and also function as a self-supporting recharge operation. Through Xerox Print Services, the college contracts with Xerox to manage its fleet of desktop laser printers (ink jet printers are not covered by the contract). The expiration date of this contract is also December 1, 2018; however, the contract specifies that either party may terminate the services without penalty with a sixty-day written notice. Xerox is responsible to supply toner and other supplies/parts, collect meter reads twice per year, maintain the database of in-scope printers covered by the contract, and maintain and repair all covered printers. Xerox invoices CSN monthly at the contracted base charge for in-scope printers and semi-annually for impression charges over the contracted allowable amount. Desktop prints are electronically billed to department budgets at the end of each month.

In conjunction with the semi-annual invoicing for impressions, meter reads must be manually retrieved from all in-scope printers in December and from each non-networked printer in June. This process is very labor-intensive and time-consuming. In anticipation of a new print management contract, the college will make every effort to network as many of its non-networked printers as possible. CSN is interested in learning a better method to manage non-networked printers.

Faculty and staff personal computers are mapped to desktop laser printers for the purpose of identifying the source of the prints for billing. Students can print to printers in student computer labs and libraries. All students receive a \$10.00 stipend for copying and printing at the beginning of each semester through a software application called PaperCut. Once the stipend is depleted, students are able to add funds to their account. From any computer on the CSN network, students can login to PaperCut to add money via a credit card. The transaction then goes through the college's Touch Net payment portal. Students can also add funds to their account at the cashiers' offices located on each main campus.

The desktop laser printer fleet consists of approximately 750 printers located in offices, labs, libraries, and classrooms. The in-scope list of printers is in a constant state of flux as old or broken printers are removed and new printers are added. The Auxiliary Services IT Technician is in frequent communication with Xerox Print Services to update printer information through what is called the MACD process—Move, Add, Change, Delete. The management of the desktop laser printer program is very labor-intensive; however, the college has realized significant cost saving since the inception of the program.

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The approximate breakdown of the fleet of desktop laser printers is as follows:

550 black/white and 200 color

510 networked/240 non-networked

Printer manufacturers/models:

Brother – 12 printers/5 models

Dell – 36 printers/12 models

Hewlett-Packard – 646 printers/approximately 80 models

Lexmark – 2 printers/2 models

Xerox – 53 printers/15 models

In recent years, the CSN's IT Department has limited the number of manufacturers and models of printers allowable for purchase so that, as old/broken printers are removed from service, the number of different manufacturers and models will decrease.

For FY16, desktop laser printer volumes are as follows:

5,450,000 black/white prints

570,500 color prints

**SECTION D**  
**Overview of Current Print Environment NSC**

Nevada State College (NSC) does not have an on-campus print center and has relied heavily on other NSHE institutions and outside vendors to fulfill this need. Historically the college has partnered with UNLV to provide all campus stationary (business cards, letterhead, envelopes, etc.) and other mid-grade projects (programs, brochures, etc.). As of May 1, 2017, NSC will be partnering with CSN for these services due to CSN having a very reliable, user-friendly online store and the ability to provide better pricing for the same items. NSC will continue to use UNLV for projects that are unable to be completed by CSN due to time or equipment constraints. For FY2017 it is estimated that the college will spend less than \$15,000 on these types of print jobs.

For the college's high end print projects (annual magazine, recruitment view book, commencement program, etc.) and/or very quick turnaround projects local, outside vendors are utilized due to pricing, timing, and quality benefits. For FY2017, it is estimated that the college will spend less than \$50,000 on these types of print jobs. Currently, the campus' need for on-campus multi-function printers is being well served and the use of desktop laser printers is minimal.

The overall print volume for NSC is quite low compared to the other institutions. However, it is predicted that an increase need for mid to high end printing will arise over the next several years due to the college increasing its marketing and recruitment efforts and its overall rapid growth. This increased need will require access to variable data services, mailing services for various formats, rapid turnaround times, and low order minimums.

**SECTION E**  
**SUBMISSIONS REQUIREMENTS**

As mentioned in the Purpose of This Request, the Institutions are looking to gather information regarding available options for printing services. Proposers may propose goods and services related to the various print and copy needs of UNLV, CSN, and NSC that they propose would allow for the Institutions to operate more efficiently, reduce costs, etc. This includes, but is not limited to, offset and high quality printing services, potentially outsourcing UNLV's and/or CSN's current in-house Reprographics print operations and/or Copy center operations, managed print services for desktop printers, managed print services and campus-wide Multifunction Devices/Copier program or alternative solutions. Companies responding to this RFI are not required to submit solutions for all of these areas.

The Institutions are interested in solutions that offer benefits such as cost savings, sustainability, efficiency, data security, tracking and reporting, and Companies responding to this Request for Information should provide information regarding how their solution(s) could benefit the Institutions in these and other areas.

The Institutions are interested in finding out information regarding services and products available that could benefit the Institutions in these areas, but reserves the right to not contract for any or all of these services.

**Please submit the following with your RFI Response:**

1. Company Overview and Summary: Provide a letter which summarizes your response to the RFI. Include a brief description of the company (past history, present status, future plans, services offered). Identify the length of time the company has been in business and an overview of goods and services offered. Include name, address, and e-mail and phone contact information.

2. Identify at least three customers for whom Proposer has provided similar goods and services (preferably for a Higher Education institutions or organizations similar to the Institutions in size and complexity). For each customer, please provide the following information.

- a. Name and address of the organization
- b. Contact person (name, position, phone number, e-mail address)
- c. Detailed description of goods/services provided

3. Goods/Services Proposed and Operation Plan

A. Provide a detailed description of the good and services that you can offer and recommend to UNLV, CSN, and NSC. Describe how these services would be beneficial to UNLV, CSN, and NSC .

B. Operations/Business Plan: Submit an overview of your business plan illustrating how the Proposer will be able to meet the needs of the Institutions. Production planning should be based on average Fiscal Year 2016 impressions provided in this request document.

This plan may include (as applicable to your proposed solutions):

- Equipment placement
- Production capacity
- Offsite production plans, if any
- Staffing
- Customer Service process
- Hours of operation at:
  - Production Facility
  - Copy Center
- Costs recovery
- Additional charges and/or costs for all provided services
- Ability to fulfill special materials needed for products (UNLV watermark paper, Passes, Specialty envelopes, misc.)
- Explanation if vendor provided print & copy services on campus would also include insourcing and production printing for customers other than UNLV, CSN, and NSC.
- UNLV, CSN, and NSC's involvement with management and/or implementation of the services
- Plans for managed print services

4. Please explain if you would be able to handle the following printing jobs and describe your capabilities for handling them.

Part 1 - Digital Printing – (Production)

Part 2– Offset Printing

Part 3 – Large Format Printing

Part 4 – Course Packs

Part 5 – Copy Center

Part 6 – Banners & POS

### **Part 1 - Digital Printing – (Production)**

#### **Item 1) BROCHURES**

1,000/2,500/5,000 – 8.5” x 11” – 4/4 – 80# Gloss Text Full Bleeds – Tri Fold – Boxed – Shipping

#### **Item 2) POSTERS**

1,000/2,500/5,000 – 12” x 13” – 4/0 – 100# Silk Cover, Full Bleeds – Boxed – Shipping

#### **Item 3) ENVELOPS**

100/250 /500 /1,500 – 9” x 12” – 4/0 – Catalog      Envelopes

#### **Item 4) PROGRAMS**

500/1,000/2,000 - 44 page + Cover – Inside: 80# Text      Gloss – Cover: 100# Cover Gloss,  
4/4 - Full Bleeds – UV Coat on Cover - Saddle Stitch

#### **Item 5) MANUALS**

250/500 –B&W - 240 pg Double Sided– 5 Tabs – 3 Hole Punched - Placed in Binder

**Item 6) POSTCARDS** – 15,000/20,000/25,000 – 6” x 9” – 4/4 – 100# Uncoated Cover –  
Variable Data Addresses

#### **Item 7) RUSH PROJECT – FLYER – Same Day Turnaround – 4 hour**

500 – 2 Pages - 8.5 x 11 – 80# Gloss Text – 4/4 – Full Bleed – Stapled Top – Left

**Part 2– Offset Printing**

**Item 1) ENVELOPS**

1,000/2,500 /5,000 /10,000 – #10 Regular – 2/0

**Item 2) LETTERHEAD**

1,000/2,500 /5,000 /10,000/25,000 – 8.5” x 11” – 24# Watermark – 2/0

**Item 3) FORMS**

10,000/ 15,000/ 20,000 – 3 Part Carbonless – 8.5” x 11”

**Item 4) Commencement Programs**

20,000 – 44page+Cover – text (50-60# text 1/1) cover (100# Gloss text) Saddle stitch, finished 8.5” x 11”

**Item 5) Rebel Preview program**

800/ 900/ 1,000 - 80# Super Smooth Cover white, 4/4 10" x 21" - Tri-fold to 10" x 7"

**Item 6) Rebel Preview program**

800/ 900/ 1,000 - 80# Super Smooth Cover white, 4/4 - 10" x 28"  
Finished Size: Gate-fold to 10" x 7"

**Part 3 – Large Format Printing**

**Item 1) 24” x 38” – Paper/Laminated/Mounted Foam-Core**

**Item 2) 42” x 54” – Vinyl Banner – Grommets on all 4 corners**

**Item 3) 24” x 72” – Canvas**

**Item 4) 48” x 60” – Paper – Laminated**

**Item 5) 26” x 42” – Mounted on Foam-Core**

**Part 4 – Course Packs**

**Item 1) THTR 200 Intro to Theatrical Design**

30 Each - 226 Pages (92 Color) Black Backer – Gray Cover – 3 Hole Drilled – Shrink Wrap

**Item 2) Organic Chemistry I - CHEM 241**

201 Each – 180 pages B&W – Gray Cover w/Clear Vinyl Cover Sheet – GBC Bind

**Item 3) Organic Chemistry I - CHEM 241**

57 Each – 112 (8 Color) – Gray Cover w/Clear Vinyl Cover Sheet – Spiral bind.

**Part 5 – Copy Center**

**Item 1) Rate-B&W-1-sheet-20# Bond single side: 8.5”x11” / 8.5x14” /11”x17**

Rate-B&W-1-sheet-20# Bond - duplex: 8.5”x11” / 8.5x14” /11”x17

**Item 2) Rate-Color 1-sheet-28# Bond single side: 8.5”x11” / 8.5x14” /11”x17**

Rate-Color 1-sheet-28# Bond - duplex: 8.5”x11” / 8.5x14” /11”x17

**Item 3) Rate: Spiral Binding**

**Item 4) Rate: GBC Binding**

**Item 5) Rate: Thesis Book**

**Item 6) Providing: Hours of Operations 8:00am – 7:00pm Mon-Thu 10:00 am – 2:00pm Sat**

**Part 6 – Banners & POS**

**Item 1)** 48" x 72" – Mesh Banner with 2" pockets top & bottom

**Item 2)** 24" x 72" vinyl banner w/ roll-up banner stand

**Item 3)** 6' – Die-cut – Hey Reb Standee – with base

**Item 4)** 6' x 15' Vinyl Banner with grommets every 4" on short sides

**Item 5)** Cloth Table Cover 6' x 8' – black with reverse white text

5. Describe how the solution could be utilized to further the Institution's sustainability efforts (i.e. reduce energy consumption, reduce paper usage, use of recycled papers or materials, monitor achievement in these areas, etc.)

6. Describe the security of your solution (equipment, software, services) as it relates to keeping Institution data and other user's data secure.

7. Describe the accessibility of any equipment (that would interface with students or the public) to persons with disabilities. Provide available product accessibility information, such as a Voluntary Product Accessibility Template ("VP AT"), third-party product accessibility evaluations, publicly-available accessibility evaluations, or automated testing reports.

8. Pricing: Describe your pricing model for the solutions offered (Monthly Fee, Annual Fees, annual maintenance fees, typical contract term, etc.) This is not a price proposal, we just want to understand the typical pricing model for goods and services offered. Describe potential cost savings.